



U.S. Department of Justice

Executive Office for United States Attorneys

Office of the Director

Room 2261, RFK Main Justice Building
950 Pennsylvania Avenue, NW
Washington, DC 20530

(202) 252-1000

Memorandum – Sent via Electronic Mail

DATE: September 9, 2019

TO: ALL UNITED STATES ATTORNEYS
ALL FIRST ASSISTANT UNITED STATES ATTORNEYS
ALL EXECUTIVE ASSISTANT UNITED STATES ATTORNEYS
ALL ADMINISTRATIVE OFFICERS

FROM: James A. Crowell IV
Director

SUBJECT: Department of Justice Harassment Prevention Resource

ACTION REQUIRED: Please disseminate to all employees and post as instructed.

CONTACT PERSON: Julie S. Lu, Assistant Director
Equal Employment Opportunity/Diversity Management Staff
(202) 252-1466
Julie.Lu@usdoj.gov

To raise employee awareness about the Department of Justice's (Department) zero tolerance policy for workplace harassment, the Justice Management Division's Equal Employment Opportunity (EEO) Staff developed a harassment prevention resource titled "IT'S ON US To Prevent Workplace Harassment." This flyer is a resource for employees on what workplace harassment is and where to report harassing behavior within the Department.

Please disseminate the attached harassment prevention resource to your employees and post a copy in workplace locations where notices are customarily posted and on your internal and public facing websites. For your convenience, there are two versions of the flyer – one version can be printed for posting in workplace locations, and a second version is 508 compliant and can be sent electronically or posted on your websites.

Thank you for your continued commitment to promoting the EEO policies and practices of the Department and the United States Attorney community.

Attachments

cc: All United States Attorneys' Secretaries